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ABSTRACT

This guide, written for single fathers, is designed to give a quick, easy reference for parenting skills. The foreword states that the job of fathers is to know what information children need to make correct decisions in their lives and how to get the material to them in time for them to make the best "shot" and to win the game of life. Philosophy and information are presented for the following topics: a look at the past; guidelines for fathers; communication; discipline; crisis prevention; house rules; being a winner; school; college age children; time management; budgets; goals; home work for fathers; family members as resources; creating a memory; being accountable; honesty; childrens' health; rules for harmony; gifts and wish lists; running a home; kitchen; housework; and arranging the day. Information is also included about how the book will be marketed. A glossary of terms is provided. Fifty ways to say "no" to drugs are listed. Finally, sample forms are provided for assistance in goal-setting, and providing information for the babysitter. (LLL)

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STOP

LOOK

LISTEN

SINGLE FATHERS DADS

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Look

and Listen

Single Fathers / Dads

by Sue Dulaney

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The suggestions and opinions put forth in this book are solely those of the author, based on her 30 plus years as a wife and mother of five sons.

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ACKNOWLEDGEMENTS

As I finish this book, I would like to thank the many people who influenced my life and consequently made this book possible. I realize that each sermon I heard, each person that took time to share his wisdom and ideas, each book I have read, each speaker who spoke at the many meetings and conventions I have attended, each organization that has spent time and money training me to be a leader, caused me to want to share my memories. I have arrived at this point in my life because I have been surrounded by such loving family and friends. Each has added a part to my development. I would like to call each of them by name and thank them personally. However, while I was learning these past 50 plus years I had no idea that I would want to share these thoughts in this way. I have no written records, only memories. I hope these memories make this book enjoyable for you to read. I only ask that each reader takes time to enjoy books, listen to sermons and speakers, and to learn from each other as we STOP, LOOK AND LISTEN.

I especially want to thank my family who have lovingly supported me in this endeavor. I arrived at this point in my life because of them.

FOREWORD

As you begin reading this book, I want you to think of your family as a team with you as coach. You want your team to be NUMBER ONE. You want them to win the championship. In all sports you must keep your eye on the ball-- you must know where the ball is at all times. This also is true with your children. You must understand and know where they are in their learning ability, where they are socially and where they are physically. Keep your eyes open. STOP, LOOK AND LISTEN.

Many times we drive along and simply do not pay attention to what goes on around us. We miss much of what could be significant to us. We must STOP, LOOK AND LISTEN.

It is not enough just to watch the scoreboard or your children's report cards. You must make the proper shots. You must help them with their daily activities. Coaches are trained to teach their players to be part of teams. In basketball, it is not enough only to score baskets. It is important to know when your teammates can make the best shot and assist by getting the ball to them at the right time.

Your job as a father is to know what information your children need to make correct decisions in their lives and how to get the material to them in time for them to make the best shot and win in the game of life.

While my husband was attending The Ohio State University, we were fortunate to watch Woody Hayes coach the football team. We watched him pace the side of the field, always wearing a white short sleeved shirt. He wanted his boys to be number one. Fathers and coaches must be ready and willing to help their children in any way they can. I remember when my husband was in school, I was President of the Nu Sigma Nu Wives Club. We had asked Mrs. Hayes to speak at our meeting. We ordered a cake with the club's name on it. My husband stopped at the bakery on his way home from school to pick up the cake. When he arrived at the bakery, he saw that the cake had a mistake on it. It read NU SIGMA NU WIFES CLUB. Fortunately, he had worked in a bakery while in high school. He was told that all the decorators had gone home and the misspelled word could not be corrected. He rolled up his sleeves and went to their kitchen, found the icing and corrected the error. The cake now read WIVES. He left the bakery, the little clerk still shaking her head. We must all know when to roll up our sleeves and make changes.

I remember that evening as Mrs. Hayes told how she postponed the purchase of kitchen flooring so that she could go see one of the out of town football games. They simply didn't have the money to do both. She told us how she enjoyed sharing their home with the players. She had gained from listening to the players talk and dream. She too had a part in the players lives. It was obvious that she was a real support to all Coach Woody Hayes did for his team. There was much more to the total picture than we saw at the game each Saturday.

We also must go deeper with our family. We need to be their support and know when and how to help them. We must make them winners.

When you attend any stage performance, the stage is set for you in the program. You read the program to see the list of characters and the setting. You then know what to expect from the performance.

I ask you to set the stage for reading this book by reading the table of contents and then turning to the back of the book and glancing through the definitions. I want you to set the stage. I want you to think positively. I want you to win. Please do this before you read further.

I want you to set the stage for your children to learn. Prepare a place for them to study with good lights, a chalk board, a dictionary, a file cabinet, an atlas, art supplies, and tools appropriate for their age.

You also need to have appropriate sporting equipment available, such as a basketball hoop, balls of all kinds, jump rope, etc. Have games, cards and puzzles available for them to play with friends and relatives. Plan, STOP, LOOK AND LISTEN.

Children need books to be read to them and books for them to read by themselves. It also helps to read pages or chapters alternately with them.

Remember, you are the coach. You must have a team plan to win. Set your goals to help your children be # 1.

Luck is not enough. Few people win lotteries. Most lucky people are the hard workers who treasure each day. They are often among the most caring people.

As I remember successful people they seemed to all keep journals. They had records of what they spent and where they were going. We must encourage our children, as well as ourselves, to be accountable.

In a Home Management class at The University of Dayton, an instructor requested that we record what we did each hour for a full week. We then evaluated our data to see if time was spent wisely. This taught me to value time. It seemed a silly assignment at the time, but I certainly see the value of it now. I recommend you do the same for your time and money.

When we were first married my husband used to be a bit miffed because I could tell him to the penny the amount of money in his pockets. I kept that kind of records because we lived on such a small income for so many years that we truly did not have an extra dollar to waste. Neither did our friends. Food budget for most of us was $10.00 a week. It was wonderful training. We knew better days were ahead and we were prepared to wait. In the 1950's it was a dream to think you would someday make $10,000.00 a year. How times have changed!

We have not and are not teaching our children the patience they need to have to deal with life. We must teach them that things worth having are worth

working and waiting for. At an early age, we need to help them set goals and let them work for material goods. It is not good for children capable of doing daily chores not to be expected to add to the family's well being.

It takes time to set goals and to plan meals. Please take this time and share with your family one of life's real treasures, being part of a team. You want your children to be winners. Keep it simple. Show you love them by spending quality time with them, teaching each step of the way.

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HOME SHOULD BE
A HAPPY PLACE TO BE!

CHAPTER ONE
A LOOK AT THE PAST

Single fathers, is defined here, as any father who spends time alone with his children. In our changing society, fathers are taking a more active role in parenting. This book is designed to give you a quick easy reference for parenting skills needed to raise children.

Fifty years ago our grandparents often lived on a farm or just down the street. Grandmothers rarely left their homes. Children spent hours sitting on the floor playing games. They picked fruits and vegetable with their grandfathers. They watched their grandmothers cook and can fruits and vegetables. They listened to conversations with the delivery men. They could see a process from start to finish.

My grandparents as others of their generation had a plan. Monday was wash day. I stood by the wash tubs and could see that my grandmother was thankful for finally to have a hand wringer to use on her wash tubs. Tuesday she ironed starched shirts taken from a plastic bag in which they remained rolled until time to be ironed. Saturday was always my favorite day to stand by as she rolled out the crusts for the fresh fruit pies. She always seemed to have extra dough just for me in which she placed a little

fresh butter. Then she added some cinnamon and sugar, rolled it just so, and cut it into small pieces to be eaten warm from the oven.

My grandparents also raised chickens, so we gathered eggs twice a day. My grandmother milked the cows each day and often we would churn butter from the cream. It was also her job to kill the chickens we ate. She would put the water on to boil so the chickens could be dipped and feathers plucked after she chopped their heads off. (This was a job I didn't like to watch.)

Water came from a pump. We were lucky because we had one in our kitchen. Most were outside. Bath time was Saturday night. We used large pots of hot water boiled on a stove. Toilets were certainly not inside. Look at the progress. Our grandparents truly had to plan for each activity. Did our way of life improve so quickly that we forgot to STOP, LOOK AND LISTEN to make better use of our time?

I feel our children have suffered from the changes in family life style. They no longer have role models to follow in their homes. We found better ways to wash, iron and clean. Now we must establish as a priority time to plan for our children and to create a learning atmosphere. I felt important because my grandfather told me time and time again how good I was and that he would never worry about me because he knew I would always be a hard worker. His recognition of my industry made me feel important and therefore made me try even harder. I also had three maiden aunts who did more for me than there is room to write in this book.

I had loving parents who were always thinking of my best interest. When I was a very small child my mother took me to have my picture taken. As we walked home she discovered I had picked up a pencil. We turned right around and took it back and I apologized. It was not the value of the pencil that mattered, it was the training that was important. Most people my age or older were surrounded in their youth by loving, caring people.

When I spoke with my brother-in-law about this book he said, "I knew growing up that if I did anything out of line Mother would know before I returned home" because of a large circle of caring family and friends. No one wanted anyone to be hurt; they cared.

I remember sitting on Coach Taylor's parents' front porch talking with his parents. They always had a sincere interest in my activities and encouraged my youthful enthusiasm. What nice, gentle, caring neighbors they were. Coach Taylor led the wonderful basketball teams in the late 1950's at The Ohio State University.

I remember a single lady who few other people seemed to know. I still have the book of poetry she gave me. I truly could go on and on relating loving, caring experiences in my childhood.

I always liked to walk and visit and learn. Our children do not have the benefit of walking down the street and stopping to visit neighbors. No one takes time to sit on the front porch to watch, to listen. All the people in

a several block radius knew me and knew what I was doing. They all purchased girl scout cookies from me each year. This was my "farm area" as we say in the sales field.

If you are fortunate enough to have grandparents or great grandparents, please have your children take time to interview them and write notes. Set up a folder and label it in a way you will remember where to find the information. These sheets of paper will be treasures in years to come. Your children can interview anyone over 50 years of age and learn so much.

Forty years ago conveniences and technology became part of most homes. The washer, the dryer, the television, the refrigerators were introduced into most homes allowing time for other activities. At first, the free time was used wisely . The weekly plan was set. As time went on many began filling time with busy work without any goal in mind. Forty years ago, few families had two cars so the free time was used in the home.

Thirty years ago women became comfortable with the new equipment. They had time to return to college and to find a job away from the home. The focus shifted as women went to work outside the home. The need was created for a second car and for more fashionable clothes. Women began to think of their jobs as careers.

Twenty years ago women felt it necessary to be able to support their family if the need arose.

Ten years ago most women had a career and felt that being "just a housewife" was not enough. Fathers became more a part of the parenting team. Children, however, no longer had extended family role models to follow. Most small children were going to day care centers.

Presently we find in most young families that both parents work. Men and women now share the same type of occupations. Both work long hours and travel is not uncommon. Thus, the reason for this book. Fathers often find themselves in full charge, having total responsibility for home and children. Increased divorce and separation today cause more children to be raised by a single parent. It is stated that half of todays children will be raised part of their childhood by a single parent. Neither young fathers nor mothers had role models to follow that women in their fifties did. They had their grandmothers and mothers in the home and they watched and listened. By the 60's and 70's the parents were already working outside the home.

It is important now that single fathers form a team. Each must be a leader and have a plan to enable his children to be the best they can be. Each must then remember to convince his children that they are winners.

To become the best father you must be different. You must do more than others do. You must spend the extra 10 or 15 minutes a day organizing, setting priorities and focusing on one thing at a time. Fathers must be positive. We can always learn. (We use such a small part of our brain.) Let us make the best use of the gifts and talents given us. Gifts are always

so appreciated and enjoyed. Yet the greatest gifts of life are taken for granted and not used. Most things in life can be changed, but time is given in equal amounts. Once used it is gone and can't be reused. Use it wisely.

Successful, privately owned small businesses have a boss who takes an active part in the business. He must make good, quick decisions. He must know and care about all parts of the business. The same is true with a family. The father needs to be the leader and be able to make good decisions quickly. He must be involved. Fathers must have good ideas for activities and make plans. Being a father is a privilege and comes with responsibility. Fathers need to take one step at a time, to plan, and create memories for their children and enjoy life. He must be a leader and a role model. He must take charge. Remember, you do better as part of a team. It is important that your team includes your wife, when available, your family and your friends. Each situation is different. As you read this book only you will know what applies to your family.

In today's society, it is important to make good, quick decisions, to be supportive of our friends and to be part of a team. We must set goals, have guidelines and be prepared, to have a time commitment in order to achieve them.

DON'T PUT OFF UNTIL
TOMORROW
ANYTHING YOU CAN DO
TODAY.

AS A FATHER YOU MUST

BELIEVE IN YOURSELF.

CHAPTER TWO
FATHERS NEED TO

BE DETERMINED

BE POSITIVE THINKERS

BE SINCERE

BE ABLE TO MOTIVATE

HAVE FAITH

HAVE GOOD JUDGEMENT

HAVE HIGH STANDARDS

HAVE COMMON SENSE

HAVE CONFIDENCE

HAVE INTEGRITY

BE ENTHUSIASTIC

BE TRUSTING

BE A TEAM PLAYER

BE PATIENT

BE ACTIVE

BE STABLE

HAVE HIGH STANDARDS

BE HAPPY

SMILE

Fathers need to determine if they are morning or evening people, for that is when they will have their best ideas.

Fathers need to know their communities so they can see the opportunities available for their children.

Fathers must take time off for energizing themselves.

Fathers must make people in their lives feel important. This serves a dual purpose. As you are making someone feel important, you will feel better yourself.

Fathers need to team up with other families with like interests.

Fathers must be in control of their time.

Fathers need to learn to delegate.

Fathers need to set deadlines and follow up on details.

Fathers must plan and communicate.

Fathers must learn that while at work only to think of the job being done and do a good job.

When fathers are with their children they should be totally with them, not thinking of what should have been done at work.

Fathers should not confuse busy activity with constructive time. Sometimes, just listening, just being near, is what is needed.

Families should spend holidays together. No one should be alone on special days.

Families should plan priorities and objectives during prime time.

IN LIFE

WE MUST CHANGE

TO GROW.

CHAPTER THREE
COMMUNICATION

What we hear doesn't always make a difference, but it is how we react to what we hear that does make the difference. Focus on one thing at a time. Learn to be a good listener and you will be able to communicate with other people.

Communication must become a priority. We must STOP, LOOK AND LISTEN. A recorder for the telephone can be very useful to the modern family. Messages can be given and taken from any telephone, leaving no excuse for failing to let other family members know where you can be reached. We must continue to make new technology work for us. Few people spend time at home, but we must still communicate. Many serious falls occur each year, especially by our senior citizens, trying to answer a telephone. With a recorder on your telephone you can listen to the message and then return the call. Telephone recorders also free time to be with your family in the evening. Some calls give information only, some just leave a message that something is ready to be picked up. Many times during the day someone needs to let you know something and no return call is needed. Communication includes listening. We must learn to listen! Listen to each other.

Keep a list of frequently called numbers by each telephone, taped some place where it won't move, get misplaced or lost. The numbers should include 911 for emergency, the church, school, clubs, friends, relatives, doctors, dentist and co-workers along with the proper emergency numbers for fire and police.

Fathers, try not to interrupt your children while they are telling you something or correct their grammar at that time. Learn to listen first. If you interrupt your children every time they tell you something to correct them, criticize them, or tell them a better way to do something, it won't be long before your children will not come to you to tell you anything. Remember to listen politely and quietly. Make mental notes and find another time to do the correcting. Keep the lines of communication open! Children should know that you will listen to them.

Plan time to listen to your children. A good time for many fathers to listen is while driving their children to school on their way to work. This makes your children feel special. Turn off the radio. This is a perfect time to listen. A good way to make your children feel special is to take them for a meal alone. Children will share more with you when it is just the two of you.

It is important to include your children's friends in your plans and to have them in your home. It is extremely important that your children know you do not permit friends to enter your home when an adult is not present and you do not want your children to be in homes where there is no

supervision. Teach each child to be responsible for cleaning up after his company. Inside doors must be open at all times.

Parents need to consider children's feelings when making plans that include the children. Children need time to adjust to an idea. Our 12 year old son dislikes for us to walk in and simply announce we are going to dinner, yet he enjoys going out with us if he is given notice earlier in the day. Children have plans of their own so give them adequate notice. Children need to learn to communicate and to manage their time. Give them the opportunity to do both.

Families communicate with each other in different ways. Soon after our fifth son was born I could hear each of his older brothers telling him how they wanted him to be the best. He was to be a basketball star, a swimmer, a surfer, a student and the list went on and on because each brother wanted him to excel in his own area of interest. After that time I rarely had to tell our older children what I expected of them. We would just look at each other and smile and say, "I'm to do just like I want Robert to do." He, as a very small child, taught us a new way of communicating.

SOLVING PROBLEMS
TOGETHER

BRINGS PEOPLE CLOSER.

CHAPTER FOUR
DISCIPLINE

Discipline means more than punishment. Discipline means teaching more acceptable behavior. Discipline means giving direction. It means teaching self-control. Punishment without direction is counterproductive. Don't waste energy on excessive punishment, save energy for productive uses. Be firm, but fair.

Be there with sound solutions.

Fatigue and frustration lead some adults to be very hot tempered. Be calm and in control when you discipline your children.

Remember it is best to just tell children one time when they do something wrong. You must get their attention first. Tell them what they have done wrong... pause. You will find silence makes them very uncomfortable, but is powerful in correction. Do not permit them to make excuses. Tell them the consequence which occurs with unacceptable behavior.

The rule at our house was if the boys were fighting they were all wrong. Each went to his room, no excuses, no explanations. They were disrupting the household. We had very little fighting since it received no attention.

As soon as they apologized to us and acknowledged that fighting was not a solution to any problems, they could return to whatever they were doing. We didn't take sides. It is difficult to see the whole picture and to correctly assess the blame. Often it is not what just occurred that caused the fight, but was a building process and was something that happened several days prior. Teach them that fighting can be avoided. Help your children control impulsive behavior. Help them feel secure. Help them overcome their weaknesses.

Have house rules for your children to follow and expect them to comply. Number the rules and keep the numbers the same. Then, many times you can say the number and nothing more needs to be said.

Keep the house rules posted.

Have a curfew for your children and be consistent with your expectation.

Have your children tell you a better way to have handled the problem.

Do not yell.

Keep control.

Make certain your children know what is expected of them at all times.

Consistency provides stability.

Have a positive attitude.

Be ready to listen. Be open to change. Be reasonable.

Remember actions speak louder than words. Be an example.

Develop good self esteem. Do not belittle yourself or your children.

Do not create guilt.

Make certain your children know you care, that you love them, and know you are hurt by their unacceptable behavior. Help them develop good judgement.

Do not use or permit any bad language to be used in your home.

Help prevent the need for punishment.

Make it a challenge to do things right. Show the children you care by praising them when they are doing right. Make them believe in themselves. Help them feel important. Learn to listen without correcting them.

Find times to point out good behavior.

Surround them with good people that care about them.

Form a team with other fathers with the same age children. Plan activities together. You will be amazed at how your children enjoy taking part in the planning. Children really have great ideas. Find the things you both enjoy. The need for punishment will decrease when children are involved in planning their own extra cuticular activities.

Help with a scout badge. Determine your skills. Make use of your talents by sharing with your children and their friend. Children love to have parents involved in activities with them. The need for discipline will decrease.

Children misbehave for different reasons. Some simply don't think, some want attention, some want to be part of the group. Always determine the reason for their behavior.

LEARN FROM YOUR OWN FAILURES AND FROM THE SUCCESS OF OTHERS!

THERE IS BEAUTY AND
BEAST IN ALL OF US.
BE THE BEAUTIFUL
PERSON
YOU CAN BE.

SET AN EXAMPLE.
ACTIONS SPEAK
LOUDER THAN WORDS.

CHAPTER FIVE
CRISIS PREVENTION

Always handle crisis situations immediately. I have driven more miles than I care to count on short notice because I sensed a crisis in one of our family member's lives. I am fortunate to be able to sense when something is out of line. Always be ready to STOP, LOOK AND LISTEN. You will find the quicker you solve the problem, the easier it will be for all family members. Never turn your head on a problem. Always look for the best solution. Take time to put everything back in order at once.

Our boys laugh as we have a "Texas tour" often so that we can visit them at their colleges. I have convinced my husband that it is just three extra hours driving to go home from Austin by way of College Station. If we are in College Station, it is just an hour extra drive to go back by way of Austin. Stop to determine if a detour to keep in touch with your children can be arranged.

ELIMINATE FROM YOUR DAY

SCREAMING

NAGGING

SCOLDING

YELLING

FOUL LANGUAGE

MEANINGLESS CRITICISM

USELESS PUNISHMENT

THE WORDS "SHUT UP" and "I CAN'T"

DON'T BE LAZY

DON'T CROWD YOUR DAY WITH JUNK,

UNNECESSARY RESPONSIBILITY AND BUSY WORK

KEEP THINGS PICKED UP FROM THE FLOOR

BE PREPARED

HAVE MEALS PLANNED

HAVE EXTRA SCHOOL SUPPLIES

HAVE GIFT WRAP HANDY

HAVE A BUDGET

TAKE CONTROL OF YOUR TIME!

BEING LAZY IS OUR

BIGGEST ENEMY.

CHAPTER SIX
HOUSE RULES

Being quiet when other family members are on the telephone.

Show respect for each family member at all times.

Put away anything you see that is out of place.

Do not use rough language.

Clean up after yourself.

Wash dishes when used.

Make beds, remember to use simple quilts.

Check the chore list daily.

Each family member should know where to reach others at all times in case of emergency. This includes fathers. Children worry too.

YOU MUST BE WILLING
TO PAY THE PRICE
TO MAKE IT HAPPEN!

STOP---YOUR TIME

LOOK---YOUR CONCERN

LISTEN---YOUR LOVE

CHAPTER SEVEN
BEING A WINNER

You must be willing to pay the price to make it happen.

Usually it is just an extra 10 or 15 minutes of practice each day that makes you the winner.

To be a winner, life must be in focus.

You must think of yourself as a winner to be a winner.

Set up situations where your child can win. You do this by practicing with them so they have a skill. A hobby helps them feel important. It will help them feel like a winner.

Being part of a team helps them feel like a winner.

Smiles are infectious and make others feel like they are winners.

We become what we think about. Think about winning.

Remember to praise. It helps form the winning attitude.

MORE TIME IS SPENT
GETTING READY TO
STUDY
OR THINKING ABOUT
STUDYING THAN TIME
DOING
THE ACTUAL STUDYING.

CHAPTER EIGHT
SCHOOL

At a very early age, it is important to read to your children. Have picture books available for them to look through. Let them tell you about the pictures. As soon as they show any signs of reading, sit down and listen to them read and read and read.

Even after they start reading, continue to read to them. Read the same stories over and over and over again. Create a memory. When they are older, read together, each reading alternately. Select subjects which interest both of you and read about them. This common interest may create a hobby for you to share.

A bulletin board is a must for your child to display school work, posters, and invitations. It would be helpful if your child had a black board, a dictionary, an atlas, word games and puzzles. Every home with children needs a set of encyclopedias.

Reward your children's efforts and improvements. If you have several children, tailor a plan for each child. Children differ in their abilities and strengths. Do not compare one child's abilities with those of others. Children need to know some things are harder for one child than for

another. Encourage all of them to do their best. Make each child feel important. Don't try for "super kid." Be realistic about your child's strong and weak points. Be supportive and help them do their best. Each child is an individual and deserves to work at his own pace. We want all children to feel important. It takes time and patience to be a parent but it is worth it!

We must build a strong foundation for anything we make. Let's do that for our children. Build that strong foundation of good basic skills. Encourage your children to want to improve their skills and to learn something new.

Hold your children accountable for their school work and for all other activities in which they are involved.

Many times it is awkward to change to a new way. Think about when you have tried to change a golf swing or your tennis stroke and how difficult it was. It takes time, patience and practice to improve your game. Be there with encouragement.

Third and fourth graders have special math needs. They must learn their multiplication tables. Further math will be impossible if these facts are not committed to memory. Drilling these multiplication tables is the only way these facts will be learned. Math is so much easier for a student after the facts are committed to memory. Spend time drilling with flash cards.

Check your child's work each evening. Check what is completed and make certain they understand. I find it helpful for students to have a file cabinet. I sent a file cabinet with each of our sons when they went to college, but they each feel it would have been helpful if they had started a filing system earlier. Collecting pictures and articles helps make reports more interesting and helps build a background for future reports, Learning to file material helps children learn to be organized. It helps them keep tract of their papers. It is helpful to have a folder for each subject. Check to see what can be cleared out of the file cabinet after each semester. Do not keep papers that will not be useful later.

Keep the children's certificates of appreciation, attendance records, scout pictures, honors and church records in the file. These may be useful when they are interviewed for school. or social activities or later when they write resumes.

Subscribe to children's magazines. Children love to receive mail. They anticipate their magazines arrival each month. Make certain the magazine suits their age and interests. Magazine subscriptions makes great gift suggestions for relatives to give your children.

Have an area set aside for doing homework, and a time for completion. You should determine the best time for your children to do their homework and see that the work is completed at that time. It is helpful to have an extra set of school supplies and sheets of poster board available for school projects.

Meet and encourage your children's teachers. Many teachers have a time each day when they will return calls to make suggestions for helping your children. School is such an important segment of a child's life that it must become more a part of the life of parents. If we are going to educate our children, the team of parents and teachers must work together. We want our children's learning experiences to be successful.

Fathers will find it interesting to eat lunch at school with their grade school children. The children love it . It is an easy way to see and visit with their school friends and teachers.

LAW OF HARVEST!

YOU MUST PLANT
TO HAVE A CROP.

EACH OF US
IS MORE PRODUCTIVE
IN A GOOD WORK
ENVIRONMENT AND WITH
APPROPRIATE TOOLS FOR
EACH TASK.

CHAPTER NINE
COLLEGE AGE CHILDREN

Growth and development do not stop at the age of eighteen. We continue to grow physically, spiritually and mentally. As our children go to college, it is an important time to make certain they understand each area of their growth.

This will be the first time for many to be in charge of meal planning and preparations. They need to leave for college with simple recipes and adequate cooking utensils to be able to prepare food at their apartments. Eating out is expensive. I hear from many college students, that the kitchen is the cause of most college roommate disagreements. No one wants to walk in on someone else's mess. STOP, LOOK AND LISTEN.

Teach your children early to clear the table and to wash dishes immediately. Your children will be off to a better start in college when they make it a habit to clean up after themselves, everyone benefits. Putting dishes in the sink is not enough, the kitchen must sparkle!

Help your student select a wardrobe that requires little ironing. Time is at a premium in college.

Make certain your children understand it is a privilege to be part of a church family. Encourage them to participate with other students that have similar interests. The extra support team will be beneficial.

Encourage them to make a plan to study. Often more time is wasted thinking about studying than really studying. A large desk, good lighting, a file cabinet, and any other necessary equipment is mandatory at college. Remember, the purpose of college is to learn and become prepared to go into the productive years of their life.

Parents need to continue to be an important part of our college student's lives. Too often, the college years become a time when students feel they need to vacation; spring break, Christmas time, Easter break, before school starts, and as school year ends. Most of this time should be spent with their family. STOP, LOOK, AND LISTEN.

Plan family trips. Do not send children off to ski and to the beach only with other students. We all enjoy a good time. Get to know your children's college friends.

Many college students spend more time planning the trips than they spend studying. Change the scene and join them. Much heartache can be avoided. The heartache that you prevent could be your own.

AIDS, drugs and alcohol are all problems that face our college students. Make certain your students understand the consequences in making poor choices. Keep good lines of communication open.

Study trips taken off campus in the summer often have merit. Calculate the total cost for education per semester hour at college to evaluate the true cost of a trip off campus to study. Many times the foreign language course abroad may be no more expensive than remaining on campus to get the credits. This is often true if the course on campus requires that an extra semester be funded. Have a plan. Help with decisions and look for the best solution for your students.

Look for opportunities. One of our sons taught mathematics and science at a Methodist junior high school in India. He was twenty years old at the time. The experience was great for the small cost. Another of our sons went to France for his language requirement. Another son, took the opportunity offered to work in a research laboratory. He gained valuable experience and earned money toward his education. These opportunities were found because they stopped to listen.

Encourage your children to look for opportunities. They are everywhere. Remember why you send your children to college!

BE CERTAIN

TO PLAN AND PLAY
WISELY!

CHAPTER TEN
TIME MANAGEMENT

Make your plans during your most productive part of each day. You will be more creative when you are fresh. Take advantage of this time to do your most important planning.

Take control of your time. Make a written schedule for doing daily activities, an agenda. Have a time to plan meals. Have a time to read. Have a time to look over homework. We all need to have daily, weekly, and monthly schedules. It is easy to carry out the plans once they have been documented.

Plan a time to make the people you love feel important. Sometimes a telephone call works. Other times it is important to do something special for them or with them. Written notes at a plate at meal time or on a pillow at night can be fun.

Plan a time to make your children feel important. You can do this by playing a game with them, reading to them, or just listening to what they have to say.

Plan a time to be with each family member alone during every week. You will soon discover that they communicate better with you when it's just the two of you.

Create times for good communication. Your time schedule each day should include a time for sharing and listening.

Plan a time to be alone for yourself each week. Walking can be wonderful. Many exercises are done alone and create a good time to think, plan, and dream.

Plan quality time. It is not necessary to do everything you are asked to do. It is much better to do one thing well than to try to do too much and not complete or do anything well. Say "no" when necessary to keep control of your time.

Plan to have extra gifts on hand for the needs of your life style. If you have grade school age children, take them shopping for generic gifts to have on hand for those short notice parties or misplaced invitations. Remove stress from your life by being prepared.

Plan simple activities with your children so you can see them in action. Keep it simple. A rented movie, popcorn, homemade ice cream, a trip to the library, a hobby shop, or a school sports event, create such times.

Plan a weekend camp-out. Camping is great fun. Children love to hike, build fires, cook out and run in the fresh air. This also offers time to be alone with them.

Plan a short drive to a park and let your children bring a few friends. It is a perfect time to catch some fresh air and read a book or play catch with the children.

Plan a time that all can work together to make certain the house is orderly.

Plan to be at home for school holidays. The school calendar comes out in the fall. Sit down and see what days you can be free. It is not necessary to do anything lavish, just be there when the children come and go. Listen.

Plan to attend school activities. Keep a calendar. It is very important to be at school when your children preform. Always make a special effort to be at school when invited.

Many office supply or card stores now have marvelous time planners. Keep a calendar. Make certain you have a plan. Know when the school activities occur, know when church activities occur, know the music available in your community. Let your family know in advance what your plans include and where you will expect them to be.

Make a plan. Don't plan when you are tired, hungry, angry, lonely or bored. Remember to make plans when you are at your best.

Plan to be part of a team. Many things are learned from being a good team player. Make certain your children have the opportunity to work to win and to enjoy seeing other team members do well.

Be a role model for your children. Your children listen to what you say and watch what you do. Make certain you are living your life the way you want them to live.

Keep a journal of what you do each day. It will be helpful in years to come and it is fun to look back and laugh and to see how you have changed and grown. Encourage your children to keep a journal, too, Remember we all need quiet time, so take a walk or find a space in your home where you can be alone to think. Make time available for children to be alone. Children also need a quiet time.

When you are planning, remember to take time to dream. To make a vision a reality. Don't give up on what you want. Set a plan for reaching your goals.

IT TAKES LESS THAN
5 SECONDS
TO PUT THINGS
WHERE THEY BELONG.

MAKE SURE
EACH FAMILY MEMBER
DOES HIS PART.

UNDERSTANDING

FINANCIAL OBLIGATIONS HELPS YOU SET A BUDGET!

CHAPTER ELEVEN
BUDGETS

Charge accounts are to be used very carefully. Charge only that which you can pay in the same month. If you charge a meal in a restaurant and pay only the minimum payment each month, that meal will eventually cost several times the price on the ticket. Think! Do not impulse shop. Plan, Plan, Plan! Work at being on a cash payment plan. You will quickly see the extra cash available to you when the interest is eliminated. The savings can becomes your "fun money." There are few free rides. Everything we purchase must be paid for at some time. You see that less impulse buying takes place when you pay cash or charge just what you can pay for at the end of each month. You will find that you will dress better, eat better and feel better when you have a plan for spending.

Budget not only your money, but also your time. More time is wasted each week going to the grocery and eating out, then any other way. Do not run to the grocery each day. Make a shopping list once a week, plan meals for the week and enjoy being with your family. Remember it is easy to carry out a plan once made, but it must be done when you are not tired or hungry. Planned meals are quicker and simpler to prepare each day. If you have teenage children, you may find a need to mark food with the date it is to be used. Do keep food available that is easy for them to prepare. Teach your

children to cook. You will find by shopping once a week and having a plan that your food dollars will go much further.

It is important to write down what you spend each week for food. This is the first step to setting a realistic budget. The same is true for your time. Record what you do each day as you are doing it. You will quickly see you won't be going to the store so often, for when you are more aware of your time you won't want to waste it in that way. Budget your time as you do your money. They go hand in hand. When you have a plan you will have more money and more time as neither will be wasted.

When budgeting your time, set a time to read, a time for exercise, a time to evaluate your children's school work, and a time to plan meals.

Encourage family members to save some of their money. Permit young children to open their own savings account and let them put money they receive for gifts or earn in that account with the idea at some time they will be able to purchase something they really want. Of our five sons one truly took me up on this idea. While he was in college he came to me and said "Mom, I know why I saved the money. I'm taking flying lessons." Twenty plus years ago I really had in mind a car or a trip, but no restrictions were put on that account and he does have his pilots licence because he started saving at a very young age.

Following is a list of items for which you should budget:

FOOD

HOUSING

UTILITIES

CLOTHES

EDUCATION

PAPER GOODS

INSURANCE

RETIREMENT

ENTERTAINMENT

VACATION

EMERGENCY FUND

MEDICAL BILLS

DONATIONS

HOUSEHOLD EXPENSES

AUTOMOBILE REPAIR AND GASOLINE

SAVINGS

BEAUTY NEEDS

BOOKS

CHILD CARE

INVESTMENTS

REPAIRS

TRAVEL

TAXES

PETS

Money matters seem to cause a great deal of stress in families. I learned early that human wants are never satisfied and that the more we make, the more we spend. You must have a budget, a plan and an emergency fund.

When buying clothes, it is not always wise to purchase the most expensive items available. The most expensive does not always mean the best. Matching colors at a later date is almost impossible. Shop for what fits and looks best. Shop for tops and bottoms at the same time. Colors change ever so slightly and it will not look as nice if purchased at different times. I find this especially true when purchasing suits for our boys. Ties match best when purchased at the time you purchase the suit.

Planning for your goals, budgeting your income, and planning your time go hand in hand. The sooner you make a commitment to planning, the sooner you will be doing the things you really enjoy. Wasting time and money is such a shame when spending them wisely would help obtain the things you truly want in life. Determine what is important to your family and plan.

MOTIVATION TO CARE,
TO WORK TO DO A JOB
WELL COMES FROM INSIDE
EACH OF US!

THE KEY TO HAPPINESS

IN LIFE

IS BEING ABLE

TO DETERMINE YOUR GOALS

AND TO FIND WAYS

TO ACCOMPLISH WHAT YOU

WANT FROM LIFE.

CHAPTER TWELVE
GOALS

The key to happiness in life is being able to determine your goals and finding a way to accomplish what you want from life. Analyze your dreams to determine your desires. It is helpful to keep a note pad beside your bed to jot down ideas as you think of them at night or to recall dreams when you first awaken.

Determine things you would enjoy doing.

List places you want to visit.

List people you want to see.

State items of health care that may be a concern.

Get a yearly physical.

See your dentist regularly.

Get your eyes checked.

List meals or new receipts you would like to try.

List special restaurants you would like to visit.

Continue your education.

Learn another language or study a past history event.

Be supportive to others.

Make your children look good.

Have a time frame for completing each goal.

How many times do we say we want to do this or that, but never think of it once it is said that first time or think of it a lot but never get started. By putting your goals in writing and keeping your goal list handy to add to, you will soon see these very things being accomplished .

I ask each of my family to write down 50 goals on the first day of each year. Without these goals we do not seem to have a direction. Can you imagine getting in a car and never using a map? Would you start on a driving vacation without a map? Your goal sheet will become your map, your direction. You will soon find that you are finding the time to do the things you enjoy most. Take 10 minutes now to turn to the back and

quickly list 50 goals. You will be amazed at how easy it will be to list places you want to visit, things you want to do, and subjects you would enjoy studying. Keep the list handy and make changes as you think of people you want to visit or think of things you want to accomplish.

Goals give direction to your life.

Each day is a gift. Handle it with care, make the best use of your time. Remember we can change most things, but we all have an equal share of time.

HAVE YOU HUGGED YOUR

CHILDREN TODAY!

CHAPTER THIRTEEN
HOMEWORK FOR FATHERS

If I ask each of you if you would spend three hours to improve the quality of life for your children for the rest of their lives would you give that three hours? I hope the answer is yes, for that is what I have ask from you. You will be amazed at how much easier it will be to communicate with your children after you have written about each of these subjects. This will create a plan for helping them be the best they can be. Then remember to tell them they are the best and that they are winners. I feel it is important for you to know how you feel about these subjects to be an effective father. I feel spending this time could change the quality of life for you and your children.

First list the resources available to you, such as time available, money, property, community facilities. Also list your knowledge on different subjects, your energy level and your other abilities.

Write down what motivates your children best. Some children do best simply by telling them they are doing well, others work best with rewards. Determine what works best for your children.

Jot down the importance of being reliable.

Jot down the importance of being a leader and doing what is right. The importance of high standards.

Jot down why it is important to be honest, fair and trustworthy.

Jot down why it is important to have patience and integrity.

Jot down how you can teach your children to be dependable.

Jot down why the desire to learn is so important and such a gift.

Jot down about having a positive attitude.

Write about your faith, what it means to you.

Remember the importance to be loyal and logical.

Think about the importance of having good common sense.

Write about how you can compliment your children for doing a good job.

Write about a hobby you could do together.

Write about being relaxed and patient with each other.

Write about being a good listener.

Write about the importance of having goals and working together.

Jot down why it is important to be a team player and and how you can make your family a team.

Write down the abilities of family members, listing their likes and dislikes as well as everything they enjoy.

Write down how you can give clear and concise directions.

Remember to keep the feelings of your children at the top of your list, watch to make certain you are not expecting too much. If you see something that is pulling them down, then make it a point to add a helping hand. Never worry about doing more than your share. Someone you least expect will notice and the reward will come.

PEOPLE DO NOT GET
TO THE TOP
THINKING ABOUT
THEMSELVES. THEY GET
THERE
BY HARD WORK AND
TIME PLANNING.

ONE STEP AT A TIME!

CHAPTER FOURTEEN
FAMILY MEMBERS AS RESOURCES

Friends and relatives who are most often included in your plans will become those closest and dearest to you. They become your family's support team. It is very special to feel important. Make certain you create this atmosphere for your children. If grandparents live in the same city, it is generally easy to include them as part of your team. When grandparents visit from out of town, consider suggesting a weekend visit or if they are traveling, encourage them to visit you both early and later in their travels. If the grandparents enjoy helping around the house make it easy for them to help. Simply plan to have things handy to work with and don't make a big deal of it. Perhaps they want to be entertained. Then plan simple activities that will create a memory for the children. Make it so they want to return. All through life we have so much help at our fingertips, yet we don't take time to determine the strengths of others and how they best complement us. I certainly don't mean to set out long lists, but many times if ingredients are readily available, grandparents would enjoy fixing an extra meal, shopping or selecting clothes for the children. Determine strengths and then let others enjoy sharing their talents with you. Create a memory.

My mother was part of a large family, so I grew up seeing family members as resources and as role models. Many times children of family members are near the same age. Plan activities together. Watch how they care for each other. There is a built-in bonding between relatives.

Determine your own strengths and be available to help other family members. Helping others is contagious. You will be a better person from the experience.

Grandparents and relatives enjoy hearing from the children. Have addressed envelopes available for your younger children to send notes and pictures. You will see that they soon become a support team for your family.

Smile and others will smile with you. Be thoughtful and others will be thoughtful. Make each person feel important. Include your support team in your plans for a short weekend trip. Suite type motels provide a convenient place to meet. Take turns making the plans. Include a trip to a museum or a walk in the park. STOP, LOOK and LISTEN.

FOCUS ON WHAT YOU DO BEST

AND SHARE YOUR TALENT.

OPEN YOUR HEART AND
HOME.

CREATE A MEMORY
FOR THOSE YOU LOVE.

CHAPTER FIFTEEN
CREATING A MEMORY

Good memories create a feeling of excitement which warms the heart and melts away fears. We are all moving so fast with so little direction that we need to stop and plan activities that will form lasting happy memories for our family. Start now by planning a special birthday event for your child. Keep it simple but something they will remember. It can be as simple as always buying the same kind of cake. At our house it is an angel food cake, no icing just cake and the birthday boy selects his favorite ice cream. I have a "HAPPY BIRTHDAY" sign we put up above the door with a few balloons. Computers make it easy to make darling signs for holidays or birthdays. It is special to include other family members.

Holidays create memories. We have simple decorations for each holiday and special foods we enjoy. We always have "green eggs and ham" for St. Patrick's Day. The more you plan and create good feelings for your family, the better the quality of life will be. These will become happy memories.

ACT IN LIFE THE WAY YOU

WANT YOUR CHILDREN TO ACT!

SET AN EXAMPLE!

CHAPTER SIXTEEN
BE ACCOUNTABLE

In the past few years foolish mistakes have caused famous examples of fallen careers and broken family relationship. You certainly do not want that to happen to your children or yourself. The only way to prevent that from happening in your family is to start today setting an example and being honest.

It is dishonest to take equipment or small items from work, yet it is a known fact that merchandise or supplies taken from businesses by employees amounts to millions of dollars in losses each year.

It is dishonest to cheat on taxes, yet millions of unreported income is earned each year.

It is dishonest to say someone is the wrong age to get in the movies for a lower fare.

It is dishonest to use illegal drugs.

It is dishonest to cheat on a test.

It is dishonest to hand the cashier a coupon for something you are not purchasing.

The list goes on and on, but by now I 'm certain you get the point.

Your children are watching and learning from what you do. Set a good example.

WORRY INTERFERES WITH PRODUCTIVE ACTIVITY!

GUILT PREVENTS US FROM

THINKING CLEARLY.

CHAPTER SEVENTEEN
HONESTY

As I grew up I constantly heard--"Do unto others as you would have others do unto you."

"Don't say anything that is not nice."

"If you don't want it repeated don't say it."

"If you can't say something nice, don't say it at all."

"Be honest."

All were statements telling me to be honest and fair to myself and others.

I thought I listened, but as I think back I too can think of things I shouldn't have done. I am truly sorry and I feel the best way to correct this is to do what is right from this point forward and that is what I ask of you. Think back over the years you have lived and think of things you did wrong or dishonest and how it would have been better to have done them right the first time. Do not dwell on them, only use them as a lesson. From this

point on try to be responsible and accountable and teach your children to do the same.

We cannot redo things. We can't erase something we once said. STOP, LOOK AND LISTEN. Think before you act or speak.

It is only now that I can see the consequences of so many things that just happened that must have seemed small or unimportant at the time. Think--set an example!

IT FEELS GOOD TO DO MORE

THAN IS EXPECTED OF YOU!

OUR GOOD HEALTH AND

STRENGTH ARE A GIFT!

BE PRODUCTIVE!

CHAPTER EIGHTEEN
YOUR CHILD'S HEALTH

Prevention:

Prevention is the key to a carefree healthy condition. The family should follow a program of thoughtful daily attention to a healthy lifestyle. Attention to our daily health is simple and pays dividends. Your diet is a good place to begin. We should eat three moderate meals each day. Choose from the Four Basic Food groups: milk and dairy, meat fish and poultry, bread and cereals, and fruit and vegetables. Parents despair over the vegetables in the diet but in reality the fruit and vegetable group includes so many items that with thought and planning, can be prepared for the most finicky of children. The meal that is already on the table cannot be changed, but if there are complaints, it is a great time to plan future meals. This can be worked into a learning and planning session. A note pad at hand will help jog your memory at the next trip to the store. Trips to the store can be fun for father, son or daughter outings too. Cafeterias offer a great variety of prepared food and are an option to the tiring and expensive fast food habit.

Periodic examination:

The American Academy of Pediatrics publishes suggestions for periodic health screening, immunization and anticipatory guidance for children. I suggest you establish yourself with a trusted pediatrician and use his services thoughtfully. Prepare for the visit by thinking and noting those things which puzzle or concern you so you can ask your questions during the visit. Make notes during the visit if you need to. If the visit is for illness, have the sequence of symptoms clearly in mind. This is very helpful for the doctor. A good, accurate history and good physical examination is often the only thing the pediatrician needs to diagnose the vast majority of illnesses.

What to ask the doctor:

Ask enough questions that you understand the diagnosis clearly. Once you understand the illness, try to get a sense of how the Doctor expects things to go. That is to say, when does he expect the symptoms to improve, how long should you continue to carry out the treatment and if and when you should return for a follow up visit.

Common sense in sickness:

Too many parents are paralyzed by fear when their child becomes ill. Preventing unnecessary panic while not becoming too complacent is not easy, but remember that most fever is due to infection and that many times others around you are experiencing the same illness. If your illness is different or if your child become listless and non responsive, you probably need to contact your doctor and arrange for an examination. Most

respiratory infections begin with fever, fretfulness and with some loss of appetite. Excessive vomiting, excessive somnolence, or progressive severe pain are danger signals. A child who cannot keep even fluids down will become dehydrated. A 5% weight loss is significant to most doctors. Diarrhea which becomes bloody, or if the abdomen becomes distended the doctor should be notified. Progressive pain which comes to localize in the right lower abdomen could be an appendix acting up.

When to call the doctor:

Call the doctor when your parental instinct tells you to and whenever the above mentioned danger signs arise. This coupled with your common sense and periodic medical exams and routine immunizations go a long way towards good health .

Remember TLC is the key to recovery:

There is something only you, the parent, can provide your sick child and that is Tender Loving Care (TLC). TLC is an important ingredient in recovery and is essential. No illness is convenient, so remember your priorities when your child is ill. The baby sitter's TLC is second best to yours.

When they grow up:

Eventually all the sweet innocent little darlings mature and you know what that means! Adolescence! This often strikes fear into the most stout-hearted parent and things may go to rack and ruin. This need not be the case because, in reality, adolescence is merely an accelerated extension of

the previous growth and development. If the foundations are solid the house will stand the tremors. There will be a new and different set of problems to be faced, but the preteens and the teen years can be exciting. Our five boys were all a bit different in this stage of their lives, but it was exciting to see them stretch their wings and strike out on their own. Remembering your own youth goes a long way toward understanding their struggle for freedom, and independence. They need to conform to their peers, while at the same time seeking independence and adjusting to sexual feelings. This creates conflicts and pressures in their thinking and problems for then to solve. Growing up has never been easy.

MAKE OTHERS FEEL IMPORTANT!

BROKEN PROMISES HURT!

DON'T PROCRASTINATE.

CHAPTER NINETEEN
Rules for Harmony

Respect the belongings of others.

Respect the time of others.

Keep things in their proper place--avoid clutter.

Squash any guilt feelings immediately.

Guilt creates hostility.

Don't procrastinate.

Opportunities are everywhere all the time.

Our abilities to recognize them is directly related to our attitude.

Take advantage of time.

Quality never goes out of style.

Personal good grooming is always essential.

Solid colors are always appropriate.

Communication is essential.

Slow down--plan.

Reward your children--reward yourself.

Think positively.

Be prepared.

Take one day at a time.

Remove blame from your voice.

Stay in control.

Anticipate.

Handle interruptions gracefully.

Smile.

Create a memory.

STOP, LOOK AND LISTEN.

TEACH CHILDREN
A CRAFT OR SKILL
THEY CAN DO
WHILE WATCHING TV.

REMEMBER

IT IS HARD TO LEARN
SOMETHING NEW
BUT WHAT A PLEASURE IT
IS
WHEN ACCOMPLISHED.

CHAPTER TWENTY
GIFTS AND WISH LIST

Gifts are nice, but choosing the "right " gift can sometimes be a problem for us. No one wants to spend money on something that is not needed or will not be used. Many times we do not receive what we want because we never let anyone know our desires.

Good communication is essential. Keep a "wish list." Encourage each family member to list what they would like to receive as a gift for birthdays, Christmas or other special occasions. Keep this list current. Let them add to their list regularly. Refer to these lists when relatives or friends ask for gift suggestions.

Gifts do not have to cost a lot of money. Perhaps you could take your children some place special as a gift. Children can give pictures or something they have made. Products from hobbies make nice gifts, wood crafts, plants, etc.

Many times I give "IOU" notes to friends for gifts. It is easy to determine what they would appreciate. The list is endless. Perhaps it is babysitting for a weekend or a meal at a busy time. Be creative, you will find great

ideas if you watch their daily schedule. You will find the "IOU" notes to be contagious and others will start initiating such clever ideas. This makes a great idea for a gift exchange among friends or relatives. It will help you form a team with others that care for your family.

It takes time and money to wrap gifts. Everyone simply doesn't enjoy that. Many of us now live in cities away from relatives. I live 1500 miles away from my parents. One very cold January in Ohio I called a near-by restaurant and asked them to call my parents that morning and tell them that their restaurant would deliver dinner to them that evening. It was such a surprise for my parents. It was not only a good meal, but something they enjoyed telling their friends. The restaurant put the charges on my Visa card. This is a good way to help relatives that might be sick and need a little help when you are miles apart. I had Mother send me an old telephone book. I keep it handy so I can call for things I want delivered.

Occasionally we send money as gifts. Unless we specify how the money should be spent used, it usually goes into the "general fund" and is not appreciated as a special gift. When you receive money, try to do something special with it or save it for a special project. Remember to write or call the sender with the details.

When you send money, it does not have to be a large amount. I remember as a child taking a bowl of soup, a few cookies, or a piece of cake to a neighbor or friend. We still think of these people. It is fine to send a $3.00 or $5.00 check with a note asking them to pick up flowers at the

grocery or a cake or cookies at the bakery. This lets people know you are thinking about them and that you want to be a part of their life. Now, if you receive such a gift always stop and pick up the item and write a note or call to let them know you enjoyed them being part of your day. So often we think of others and they never know we care. This is such a simple way of letting others know we love them. Giving a little gift or sending a card or note is a special way of letting others know we love them and want to be part of their lives.

Keep gift wrap, scotch tape and scissors handy in order to make gift wrapping easy.

If your family has a type of gift they give often, then by all means keep some ready to use on short notice. I always have several gifts available that can be used for birthday parties and to be used to thank people for doing something special.

NO ONE IS PERFECT!

DON'T EXPECT TOO MUCH.

LEARN TO LOVE!

LEARN TO LIVE!

LEARN TO LAUGH!

CHAPTER TWENTY-ONE
RUNNING A HOME

Time is so valuable with so many of us working. We simple feel better when the beds are made, the kitchen sparkles, and the ironing is done. If you can afford to have someone clean the house once a week, by all means do.

Clean closets at least each six months. Eliminate worn and outgrown clothes. Store anything being saved for later use in a labeled box. Do not permit clutter to remain in the closet.

Always have simple quilts on children's beds. Make it easy for them to make their bed, then expect them to be responsible for a neat room.

When shopping for clothing think about the care each article will require. We now have so many lovely no iron fabrics that often you can plan your wardrobe with little or no ironing needed.

Have a file cabinet (two or four drawers). We have all become such paper collectors that it is important to have an organized place to keep things. Also keep folders for places you want to visit. Keep one for each of your

children with their certificates of good grades, pictures and general information that might be helpful.

When cleaning take one room at a time and remove everything. Put back only what is needed. You then can have a garage sale or send the things you will no longer use to a charity. If you have things that will be used at a much later date or that you are saving for the memory, then make certain they are placed out of the way and are not mixed with the things you need each day.

It is important that each family member knows what is expected of him. You will need to make a schedule. Homes have become such a business and they must be organized, planned and special.

A GOOD ATTITUDE MAKES YOU

MORE PRODUCTIVE!

TV IS TO BE OFF

AT MEAL TIME!

CHAPTER TWENTY-TWO
KITCHEN

The kitchen is a very important room in your home. It is important to keep your kitchen neat. Do not leave clutter in the kitchen. It is important to have some kitchen rules. Each person should be responsible for cleaning up after himself. Each person should be responsible for returning his dishes to the dishwasher or sink. Each person should be responsible for cleaning up any food removed from the kitchen. Make it a habit to clean up as you finish each meal. Keep the kitchen sparkling clean.

Let your children be responsible for helping at meal time. You will see how much your children enjoy fixing a salad or dessert. Have the younger children set the table. Let them draw pictures on poster board to use for place mats.

If your children are old enough, let them be responsible for a part of the meals. Our boys all started to cook when they were about eight years old. It has certainly come in handy for all of them, to know how to cook. Most college age children now live in apartments. If they have good cooking skills, they can save a lot of money by not eating out all the time. Our boys all seem to cook a lot of food on their grill. This makes clean up easy.

Children like to learn to cook. I remember the first week our older boys went off to camp, I asked our remaining 9 year old what he wanted to do special while his brothers were gone. Guess what it was? He wanted to learn to cook.

Keep your meal preparation simple, but feel free to be creative. Cooking is fun. The whole family can enjoy cooking together. Meal time should create pleasant memories. Bon Appetit.

LEARN TO DEAL WITH DISAPPOINTMENT.

SHOW YOU CARE
ABOUT YOUR CHILDREN
BY CHECKING SCHOOL
WORK REGULARLY.

CHAPTER TWENTY-THREE
HOUSEWORK

If you can afford to have someone clean your house once a week, by all means do it! Time is so valuable to working parents. Even with cleaning help to vacuum, dust, clean the bathrooms, and to keep the ironing caught up, each family member must do his part to keep the house neat. Each child should be responsible for certain chores. Make chores a habit for your children. They will soon include them in their day without even thinking what they are doing.

Fathers, you can help make certain things easier for your family to keep the house neat. Use simple quilts on the children's beds. This makes it easier for them to make their beds. Expect your children to be responsible for keeping their rooms neat.

When shopping for children's clothes, read the labels for the fabric content. The no iron fabrics can help eliminate ironing.

Clean out the closets every six months. Remove the children's clothes that have become outgrown. These clothes may be labeled and put into boxes for storage if you plan to use them later for younger children. Help your children have a garage sale or give what no longer is needed to a charity.

Make your home special for you and for your family to enjoy. Find the easiest and best ways to accomplish this goal.

Children like to be rewarded for doing chores. It is fine to place a dollar value on some jobs. Make certain they have a want list and that you encourage them to have goals. This will give them a reason to want to help. Chores are a lot more fun if they see the pot of gold is worth working for. As a father you will need to decide what jobs you expect your children to finish as part of daily living and which ones offer extra rewards. The following are examples of things that can be put on either list: making own bed, keeping papers in file cabinets, setting table for meal times, preparing parts of a meal, feeding pets, washing cars, yard work and running errands by those teens that have drivers licences.

OPPORTUNITIES AND
RESOURCES

ARE EVERYWHERE!

STOP, LOOK AND LISTEN!

VALUE TIME.

TREAT IT AS A GIFT.

EACH ONE OF US HAS AN EQUAL SHARE.

CHAPTER TWENTY-FOUR
ARRANGE YOUR DAY

Someone must be in your home after school. This is the time of day when most preventable problems occur.

As I stated earlier, no child should enter another child's home without an adult present. This includes weekends when parents leave the city . I can tell more heartbreaking stories of quiet, great model teenaged children left alone while parents went our of town for a weekend, than you want to hear. STOP, LOOK and LISTEN. When a large group of teens arrive at once peer pressure cannot be controlled.

A first hand example from our home relates to our oldest son. When his surf shop was in it's infancy, it was a single room in our home. He was twenty years old at the time. One summer night, by word of mouth, no invitations, he invited friends to our back yard to watch surf movies.

He had arranged for a neighborhood high school friend to have his band play. He was perceptive enough to recognize his promotion party was about to become a greater success than he had thought. As he came home

from the beach that day he said, "Mom, Dad, you will be home tonight, won't you?" I jokingly said, "No, I thought we would go to the movie." He knew we rarely went to the movies so he was reassured. "Well, it seems everyone at the beach is coming over tonight." "Fine," I replied. To our utter amazement, over 400 friends arrived that evening. We served Kool Aid punch, popcorn, and a cheese tray someone had given us as a gift. Twice the police came to check out the situation. Cars were parked for blocks down the street and the neighbors could see these teenagers walking to our house.

Even with us at home, the gathering wasn't without incident. Only in my nightmares could I imagine what would have been the result had we not been home.

His friends all had a great time, even with the old folks at home. I permitted only the use of one downstairs bath room, although there was a line for its use. I did not want to have to keep track of young people in the upstairs rooms. Everyone had a grand time. The high school group played their favorite music. They showed surf movies of their friends and professionals. Only a few incidents required our intervention. You must have a plan. You must set limits.

The next morning I walked down the street to check on a neighbor. The new youth director from their church was staying with their four young children in their parents absence. The youth director asked. "What did you do to get so many young people together?" My comment was "No

invitations, just word of mouth." He and his wife went on and on relating how hard they worked trying to attract that age group to social functions. You will find solutions you didn't think possible if you STOP, LOOK AND LISTEN.

Arrange your day to be an effective parent. An accountant I know goes to work at 4:00 or 4:30 A. M. most mornings during tax season so that he might leave the office in time to be with his children for Little League.

Just last evening, I visited with a young friend whose husband is in law school. She related how her husband was up early each day to study before going to school. Even with his busy schedule, he devoted from 5:00 o'clock until 7:00 o'clock each evening to his children. The rest of his day was planned to his best advantage in reaching his goal of becoming a lawyer. They had been married for six years and shared this ambition. Their goal was worth working for but neither wanted the children or the daddy to miss the happiness of having quality time together--a priority!

It is very difficult for single fathers to have enough time to spend with their children. Look at your work schedule. Can you go to work earlier so that you can come home earlier? Can you bring some of your work home to finish in a quiet part of the house? Can you work fewer hours? These suggestions can be solutions to this problem. It is not necessary that you always be busy with your children. It is simply that you need to be there as much as possible to hear about their school day, meet their friends and help them solve their problems as they arise. Small problems that remain

unsolved can result in larger problems later. Try to prevent this from happening in your family.

Prevent heartaches by not leaving your children alone in your home after school, nights or on weekends. Form a team for after school care or homework. The solutions for each family will be different. The important thing is to keep your children safe and provide adults to teach them.

The very person who motivated me to write this book has formed a team with another working family. He picks up their child with his six and eight year old girls. He takes the three girls to his locksmith shop to play and do homework with his supervision. On the weekends the other family takes his two daughters so that he can have a little free time.

We all need free time, but not at the risk of creating heartaches. Form teams, arrange your day and STOP, LOOK AND LISTEN with your children. Life is a gift. Treat it as a treasure.

REACH FOR THE SKY

AND GET THERE.

WE CAN DREAM AND
KNOW

IT IS POSSIBLE!

CHAPTER TWENTY-FIVE
MARKETING

The marketing of this book will be different. I am asking any church group, Jr. League, PTA or Medical Auxiliary that is working on a worthwhile project that needs funding to sell this book. I want caring friends to form a team, I further want them to write several pages about their community for fathers and their children. I want it to contain information about museums, libraries, programs for summer and after school activities. I want information about little league opportunities for children, clubs that study stars, film making or any hobby type groups that might be of interest to fathers and children. This information is to be placed in an envelope at the back of each book.

I want you to presale your first order as all orders will be paid in advance. Then from the profits order more books and set a plan for selling and using your profits.

Income from this book will go in many directions. I will send 5% to each of our sons as I could not have written this without the first hand experiences they created for me. I will ask them to use it wisely, first for education, travel and then to share as they see fit. Our parents will also receive 5 % with a note thanking them for the guidance they gave each of

us that helped us with our parenting skills. I hope they can enjoy something special or share where they see a need.

20% must go for retirement as I have not had that high enough on our goal list to accomplish what we should have by this time. We are both self employed and no plan was set as a guide for us. It does take time to plan to accomplish goals.

20% will be set aside for taxes. It may be more or less as you see some of the money will go directly in other directions.

10% will be church and community related, mainly for youth and singles programs.

15% will be the profit for my time and work.

Regardless of what we do, we need a plan, a goal and a budget. These are not set in concrete, as your budget will not be, and cannot be as things change. We must be able to adjust our plans. This is the direction the first order will go and it would be my dream that all money earned from this book at some point might be directed directly to community needs and for education.

This is my way of saying thank you to all of you that have made this possible. I truly feel this book was a gift.... It was a pleasure to write. Writing this book would not have been possible without a very supportive

team. As this goes to print our 12 year old son plans to join a group going to the passion play this August, with a supportive person in his life. Someone that truly brings out the best in him.. I share this with you for I want you to look around and find the people that bring out the best in your children and set a plan-- a goal for them to be able to spend time together.

We each have gifts and talents to share with other people. Learn to help others use their talents and use your own. Life is a gift. Treasure each day. Use your time wisely. You can find ways to change most thing in your life, but time once past is gone. Each of us has an equal share. STOP, LOOK AND LISTEN.

GLOSSARY

Ability---natural talent or acquired proficiency.
Achieve---to reach a goal
Ambitious---having a desire to achieve a particular goal
Balance---stability produced by even distribution; mental and emotional steadiness
Believe---to hold as true or honest
Budget---the amount of money that is available for, or assigned to a particular purpose; to plan spending and saving
Care---to feel interest or concern
Confident---certain
Cooperative---willingness and ability to work with others
Create---to produce through imaginative skills
Dedication---to become committed to
Dependable---reliable
Determination---to decide definitely and firmly
Dicipline---to train or develop by instruction
Enjoyment---pleasure
Enthusiasm---intense or eager interest
Example---someone who serves as a pattern to be imitated
Fairness---done according to the rules
Faith---unquestioning belief, complete trust
Family---a household; parents and their children
Fantasy---imagination
Friendship---the state of being friends, friendly feeling
Gifts---something given to show you care; can be handmade or purchased
Help---to make things easier or better; to assist
Honest ---truthful, trustworthy
Humble---modest, unpretentious
Humility---the quality of being humble
Humor---the ability to appreciate or express what is funny

Kindness---the state, quality or habit of being kind; agreeable attitude

Laugh---to be amused

Leader---guiding head, one who instructs and others follow

Love---strong affection or liking for someone or something

Memory---remembrance, all that one remembers

Model---a person reqarded as a standard of excellence to be imitated

Patience---calm endurance

Planning---to arrange, coordinate

Priorities---to arrange in order of importance

Prompt---punctual, to move to action;to be on time for events, both work and play

Quality---excellence

Reliable---dependable, that can be trusted

Respect---to feel or show honor or esteem

Responsibility---trustworthiness; mental accountability obligation

Responsible---answerable; accountability obligation

Resources---something that lies ready for use or can be drawn for aid

Self esteem---belief in oneself; pride in oneself

Sharing---to have or use in common with others; to enjoy with others

Succeed---to be successful; accomplish ones goals

Talented---natural ability or power; superior ability

Team---a group of people working or playing together; to join in cooperative activities

Trust---firm belief in the honesty, reliability of another; expectation, hope, caring; to allow to do something without misgivings

Truth---sincerity, honesty; that which is accurate

Understanding---to be sympathetic; to comprehend an agreement of feeling

DRUGS

JUST SAY NO!

50 WAYS TO SAY "NO" TO DRUGS

1. No thanks, I'd like to out -live my parents.
2. Are you crazy. Foley's is having a sale and I've got to run.
3. No thanks, I like my brain the way it is.
4. No, McGruff told me not to.
5. No, because dead is dead.
6. No, thank you, I've pained Jesus enough.
7. No, do you want some rat poison?
8. No, I'm drug free.
9. No habla Inglis.
10. No, I have to give my dog a perm.
11. No, because I have amnesia; who are you?
12. No, It's against my religious principles.
14. No, because I have a scheduled urine test tomorrow.
15. No, because cocaine is insane and would drain my brain.
16. No, es malo.
17. I will when Circle K closes.
18. No, it will take put hair on my chest (a girl says this)
19. No, it will take hair off my chest. (a boy says this)
20. No, I have to floss my cat's teeth.
21. No, I have to clip my dog's nails.
22. No, Is that why you're so ugly?
23. You are what you do--DOPE.
24. No, my mom's expecting a baby and I have to help deliver.
25. Stay back from crack.
26. U don't need uppers, I'm already 7'4".
27. Coke makes my face break out.
28. No, drugs make your feet smell.
29. No, they give me diarrhea.
30. No, if I snort coke, my nose will fizz.
31. No. I'm too young to die.
32. No, I need to go and eat my underwear.

33. No, I'm late to your funeral.
34. No, I cut grass, I don't smoke it.
35. If I want to get high, I'll climb the Eiffel Tower.
36. "Can you say "No"" (say in Mr. Rogers' voice)
37. No, I'm a Narcotics Agent.
38. No thanks, I'm expected at the White House.
39. Nope, I'll miss my soaps.
40. I prefer Dr. Pepper.
41. I shoot darts not drugs.
42. The only dope I see is my brother.
43. It's not in my horoscope.
44. Weeds are for pulling, not smoking.
45. No, I don't like to get high, I'm scared of heights.
46. No, I don't want marijuana, I want to marry Joe.
47. I live in a glass house, so I don't get stoned.
48. Hey, I like that hole in your nose, man, but I don't want one.
49. No, I'd rather go suck the scum off lily pads.
50. No, I have to catch the Blue Light Special at K-Mart.

The above 50 rules for saying NO to drug use were written by the seventh grade Athena students at Baker Middle School,
Corpus Christi, Texas.

REMEMBER GOALS GIVE US A DIRECTION

Set goals for a good time

Goals for improvement

Goals for being with special people

Goals for work

Goals for play

Goals for places you want to see

Goals for eating

Goals for Good Health

Goals to use time wisely

GOAL SHEET

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2. _____
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50. _____

Information for Baby Sitter

EMERGENCY.....911

Doctor....._____

Hospital....._____

Neighbor #1....._____

Neighbor #2....._____

When you will return

_____

Where you can be reached

_____

Childrens name, homework, bedtime

_____

_____

_____

_____

Food that can be eaten

_____

_____

House rules

_____

_____

_____

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To:_____

What I'm doing in school:

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This week we:

_____

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I would like to learn:

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Love:

To Grandma and Grandpa:

What I'm doing in school:

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This week we:

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I would like to learn:

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Love:

STOP, LOOK AND LISTEN
SINGLE FATHERS / DADS
P. O. Box 270986
Corpus Christi, Texas 78427-0986

Please send me _____ copies of STOP, LOOK AND LISTEN, SINGLE FATHERS / DADS. @ $10.00 (tax included, plus $1.50 per copy for mailing and shipping charges.

Enclosed is _____

NAME _____
ADDRESS _____
CITY _____ STATE _____
TELEPHONE _____ ZIP _____
Make checks payable to STOP, LOOK AND LISTEN, SINGLE FATHERS / DADS.

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"STOP, LOOK AND LISTEN, SINGLE FATHERS/DADS offers practical advice to Fathers who truly care about their children.

"Sue Dulaney is an energetic Mother who wants to help all children develop into secure, responsible adults.

"She is a remarkable lady. She makes even the largest projects seem easy - whether it is making over 100 ginger bread houses for her children and their friends or entertaining large groups of friends in her home.

"Her book, STOP, LOOK AND LISTEN is a must for all to read! It will make you think and appreciate your responsibility as a parent."

Rita Crownover

In this book Single Fathers refers to any father who spends time alone with his children.

In our changing society, fathers are taking a more active role in parenting. This book is designed to give DADS a quick easy reference for parenting skills needed to raise children.

My children and husband added:

"Mom, don't let people think we didn't cause you problems, that just isn't fair."

"Mom, where is the information on drugs?"

"Mom, having faith is most important."

"Mom, remember THE BIBLE is the best owner's manual."

"Mom, accentuate the positive, reinforce your childrens' attributes."

"Sue, take your time and get it right. Slow down."

"Sue Dulaney is my personal 'parent idol'. Her house is THE place to be. She is a human kaleidoscope — every time you look it's different and beautiful. She greets life full of fun and love, and most of all makes you want to do the same."

Kathy Dewbre

My dad always called me THE GENERAL. He would tell mother as he would see me coming, "Look out. Here comes the General. Wonder what she will come up with next!"

My mother-in-law's advice, "Teach your children to be alert, observant, be a good listener and remember what you learn."

It is important for single fathers to be aware that any new relationships they enter into with another woman will be a concern of your children.

They do not want to be left again.

BE THOUGHTFUL!

ANSWER QUESTIONS!